

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI		X		
3	EXDIR		X		
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17	D/Security		X		
18	D/OIT		X		
19	C/IRMD/OIT		X		
20	<i>AD/DCI</i>		X		
21					
22					
SUSPENSE		Date			

Remarks To # 6: Please insure dissemination to all employees via Employee Bulletin and/or Hq Notice.

STAT

[Signature] D/Executive Secretary

28 Jan 88

Date

3637 (10-81)



Information Security Oversight Office
Washington, DC 20405



January 25, 1988

Dear Judge Webster:

During the final year of the present Administration, many agencies will experience a large turnover in personnel, including many senior executives and officials who have had significant exposure to classified information. The Information Security Oversight Office (ISOO) reminds you that this transitional period requires agencies to enhance their attention to the proper handling and safeguarding of national security information.

First and foremost, classified information, including "extra" copies, is not personal property and may not be removed from the Government's control by any departing official. All agency security managers, security assistants, classified document custodians and other designated agency personnel having document security responsibilities should be reminded to ensure the agency's retention of all classified information that may now be in the possession of departing officials.

Second, all agencies are reminded to debrief all cleared personnel departing the agency. These debriefings should include reminders that the responsibility to protect classified information, including that stored in one's memory, does not end with a person's departure from Government service; and that a person who no longer has a security clearance is still subject to criminal and civil liability for the unauthorized disclosure of classified information learned while he or she was cleared.

Your cooperation in this matter is greatly appreciated. Please contact your ISOO liaison if you have any questions.

Sincerely,

A handwritten signature of Steven Garfinkel is located below the word "Sincerely,". The signature is written in cursive and is quite stylized.

Steven Garfinkel
Director

The Honorable
William H. Webster
Director of Central Intelligence
Central Intelligence Agency
Washington, DC 20505

DCI
EXEC
REG

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